



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

August 18, 2006

To: All Employees
Department of Mental Health

From: Office of the Director

The Department of Mental Health wants to inform our state employees of an important personal information security issue. A tape containing your personal information was being transported via courier between the Department of Mental Health (DMH) and the Department of Technology Services (DTS). Neither department is currently able to locate the computer tape containing this information. We believe this tape has been inadvertently misplaced or destroyed. While the information on this tape cannot be accessed without specific information technology equipment that is not readily available, it is our practice to make sure that every employee has as much information as possible to be able to make informed decisions about protecting personal information. The information on the computer tape included names, mailing addresses, dates of birth, and Social Security numbers of current Department of Mental Health staff.

Although we have no reason to believe your information has been accessed by anyone, you may choose to take steps to protect yourself from the possibility of identity theft. The first thing to do is to make a toll free call to one of the three credit bureaus listed below to have a free fraud alert placed on your credit files. This can help prevent an identity thief from using your information to open new accounts or modify information on your existing accounts. You need only contact one of the three companies to place an alert. The company you call is required to contact the other two, which will place an alert in their versions of your report.

Equifax	800/525-6285
Experian	888/397-3742
Trans Union	800/680-7289

Once you place the fraud alert in your file, you will receive a confirmation letter from each of the credit bureaus. The letters will give you instructions on how to get a copy of your credit report. As a potential fraud victim, you will not be charged for these copies.

For more information on identity theft we suggest that you contact the California Office of Privacy Protection. The toll-free number is 866/785-9663. Or you can visit their web site at www.privacy.ca.gov.

DMH sincerely apologizes for any inconvenience. We are taking this incident very seriously and taking steps to ensure this does not occur again. If you have further questions, you may call our 24-hour information line at 866-608-4063.

Sincerely,

Original Signed By

STEPHEN W. MAYBERG, Ph.D.
Director

Attachments – Frequently Asked Questions and Privacy Protection Recommendations